



Commission on Governmental Ethics and
Election Practices
135 State House Station, Augusta, Maine 04333
(207)287-4179 Website: www.maine.gov/ethics

July 10, 2012
Traditionally Financed

42-DAY POST-PRIMARY FILING REMINDER

Campaign Finance Report Due July 24, 2012

REPORT	DEADLINE	REPORT PERIOD
42-Day Post-Primary Report	Tuesday, July 24, 2012 by 11:59 p.m.	May 30 through July 17, 2012
REMEMBER:	Any expenditure reported in a 24-Hour Report, must be entered and reported in the 42-Day Post-Primary Report. The 24-Hour Report and the 42-Day Post-Primary Report are two separate reports.	

All candidates are required to file campaign finance reports electronically except candidates who submitted an e-filing waiver. Reports are filed electronically on the Commission's website. Go to www.maine.gov/ethics and click "Filer Login." Electronic-filing instructions can be found on the Commission's website or you can request a copy to be mailed to you.

For candidates filing on paper, the Commission's fax machine operates 24 hours a day. However, staff will be available only until 5:00 p.m. on 7/24/2012 to confirm receipt of a faxed report and to offer assistance and answer questions about filing reports.

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Filing Tip: View/Print Report

Before clicking the "File Report" button, review the entire report to ensure accuracy. Use the "View Print" button on the "Report Menu" screen.

View/Print Report

Filing Tip: Return to Home Page After Filing Report

If your report was filed correctly, a new screen will appear which displays two buttons — "Print Page" and "Return to Home Page." Whether you print the filed receipt or not, go to your Home Page to check the status of your report. The status will display as "Filed."

• Select one schedule at a time to add new transactions or to amend old transactions.
• All information will be stored and the report will be 'in-progress' until you file the report.
• You may also use this page to view or print schedules.

Status: In-Progress Filed Date: 06/07/2012 (mm/dd/yyyy)

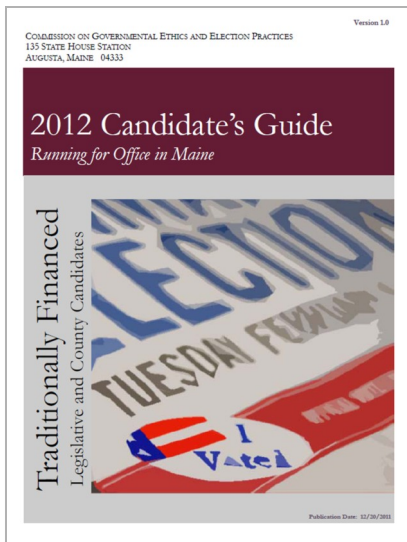
	No Activity on Schedule	Amended
<input type="checkbox"/> Select All		
<input type="checkbox"/> Cover Page		
<input type="checkbox"/> Interest Earned	✓	
<input type="checkbox"/> Schedule A Cash Contributions	✓	
<input type="checkbox"/> Schedule A-1 In-Kind Contributions	✓	
<input type="checkbox"/> Schedule B Expenditures		
<input type="checkbox"/> Schedule D Unpaid Debts and Obligations	✓	
<input type="checkbox"/> Schedule E Campaign Equipment/Property Inventory	✓	
<input type="checkbox"/> Schedule F Summary Section		

Completing a report does not constitute a "FILED" report. Click the "File Report" button to file the report.

CAMPAIGN YEAR 2012						
REPORT TYPE	REPORTING PERIOD		DUE DATE	DATE FILED	STATUS	LAST MODIFIED
Candidate Registration				1/19/2012 2:13:32 PM	Filed	4/20/2012 10:43:56 AM
Seed Money	11/3/2010	to 4/27/2012	4/20/2012	4/27/2012 3:43:17 PM	Filed	
11-Day Pre-Primary (MCEA)	4/28/2012	to 5/29/2012	6/1/2012	6/1/2012 11:20:38 PM	Filed	
42-Day Post Primary	5/30/2012	to 7/17/2012	7/24/2012		In-Progress	
42-Day Pre-General	7/18/2012	to 9/18/2012	9/25/2012			
11-Day Pre-General	9/19/2012	to 10/23/2012	10/26/2012			
42-Day Post-General	10/24/2012	to 12/11/2012	12/18/2012			

See the 2012 Candidate Guide
for information on closing out
your campaign:

Pages 39–41



Commission staff are always
available to answer your
questions:
Monday through Friday
8:00 a.m. through 5:00 p.m.
207-287-4179

Candidates Defeated in the Primary Election: Closing Out Your Campaign

The 42-Day Post-Primary Report is the *last* report of your campaign *if* your cash balance is \$100 or less and you do not have any unpaid debts or outstanding loan balances exceeding \$100.

If you have a cash, debt or loan balance of more than \$100, you will have to file semiannual reports every January 15th and July 15th until the cash balance, loan or debt is disposed of or is reduced to \$100 or less. The first semiannual report is due January 15, 2013.

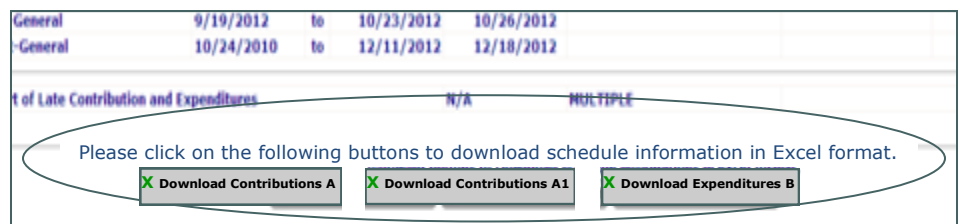
To close out your campaign with the filing of the 42-Day Post-Primary Report, you need to do the following on or before July 17, 2012:

- Reduce your cash balance (surplus cash) to \$100 or less — see page A9 of the 2012 Candidate's Guide
- Reduce your outstanding loan balance to \$100 or less by forgiving and/or paying down the balance—see page 40 of the 2012 Candidate's Guide; and
- Reduce the balance of your outstanding debt to \$100 or less by making payments using your personal funds, or asking the creditor to make an in-kind contribution (contribution limits apply)—see page 40 - 41 of the 2012 Candidate's Guide for a complete explanation.

Surplus cash amounts greater than \$100 may not be converted to your personal use and must be disposed of according to Maine Election Law within 4 years of the 2012 primary election. See pages 39 - 40 of the 2012 Candidate's Guide for a list of acceptable ways to dispose of your surplus cash.

Using E-Filing to Identify Reporting Errors

You've probably seen the three buttons at the bottom of your Home Page and have not yet click on them to download an Excel file.



Creating an Excel file of your contributions and expenditures is a great tool to use when reconciling bank and report balances and in finding reporting errors.

To create an Excel file of all contributions you have entered into the e-filing system from the beginning of your campaign, click “Download Contributions A.” Click “Download Expenditures B” to get a file for all your expenditures. The Excel files include contribution and expenditure information in “Filed” and unfiled reports.

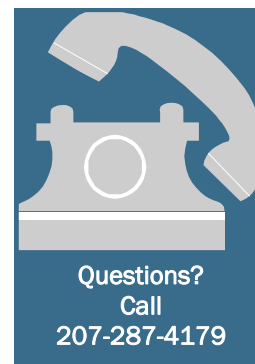
Benefits of “Exempt Goods and Services”

In Maine Election Law, there are “exempt goods and services” that are excluded from the legal definition of “contribution.” As a traditionally financed candidate, you can receive these goods and services without receiving a contribution.

Contributors who have given you \$350 for the general election—the maximum contribution amount for the election—can continue to support you by using these exemptions for certain goods and services.

A list of exempt goods and services can be found in the Appendix of the 2012 Candidate’s Guide pages A1 and A2. Examples are:

- A volunteer may pay up to \$100 (in each election) toward the cost of food, beverages and invitations for a house party or a campaign event. With enough volunteers, your campaign could hold events at no cost to your campaign.
- A volunteer may use their own funds up to \$100 in an election for campaign-related travel without having the campaign make reimbursements. This exemption helps to reduce travel costs for the campaign.
- A trade association, business, labor union, or an individual may donate office space to your campaign, provided that there are no additional costs. If there are additional costs—telephone, utilities, etc.—the campaign may reimburse the association, business, or labor union for these additional costs and still accept the use of the office space at no cost.



Anonymous Contributions: \$10 or less

Anonymous contributions of more than \$10 may not be accepted. If you are planning a spaghetti supper, barbeque, or picnic as a fundraiser and are asking for a “suggested donation”—make sure that the donation amount for the event is \$10 or less/person *if you do not want to obtain the name and address of the attendees*. If the amount/person is over \$10, your campaign must obtain the names and addresses of all attendees.

Reporting Error: Negative Cash Balance

Traditionally financed candidates who are self-funding all or part of their campaign can either:

- (1) enter an expenditure made for their campaign as an in-kind contribution on Schedule A-1 (one entry) or
- (2) enter the expenditure on Schedule B and a corresponding contribution in the same amount on Schedule A (two entries).

A negative cash balance on the Summary Schedule of a report is usually caused by (2) above—where the expenditure was entered but the corresponding contribution was not. Before filing your report, check line 7 of the Summary Schedule—it should not be negative.

CONTRIBUTION RECORDS

For all contributions over \$10, candidates are required to keep a record of the date and amount of the contribution, and the name and address of the contributor. A record of the contributor’s occupation and employer is also required for contributions over \$50.

REMINDER!



**42-Day Post-Primary Report Deadline:
July 24, 2012 by 11:59 p.m.**

Mailing Label

Inside:
Important Reminder!
Tips to Help with Reports!

POSTAGE

COMMISSION ON GOVERNMENTAL ETHICS
AND ELECTION PRACTICES
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